

9 Early Years Practice Policy

9.7 Arrivals and Departures

Alongside associated procedures in 9.1 to 9.17, this policy was adopted by You and Me on the 8th December 2025 by the Committee.

Arrivals and departures are key times in the day when children need support from their carer to make the transition smooth and happy; these times of day also pose a certain level of risk as parents and carers come and go. All staff at You and Me Pre-School are aware of the potential risks and take measures to minimise them.

Arrivals

- Whenever possible the key person greets young children. This ensures that young children are received into the setting by a familiar and trusted adult.
- If a child who is expected fails to arrive, this is recorded on the register and the setting manager is immediately notified so that they can contact the child's parents/carers to find out why the child is absent following procedure 9.3 *Attendance and Absence*.
- Staff greet the parents/carers and take time to hear information the parents/carers need to share. They inform the parents/carers of aspects of the day, such as any planned outings, or special planned event. Any consent forms are signed.
- Staff always ensure that the parents/carers say goodbye to their child and say when they are coming back, such as 'after lunch', rather than just 'later'.
- If the member of staff receiving the child is not the key person, the member of staff will hand over the information shared by the parents/carers to the key person.

Injuries Noted on Arrival

- If a child is noted to have visible injuries when they arrive at the setting procedure 6.1 is followed.

Departures

- Children are prepared for home, with clean faces, hands and clothes if required.
- Staff greet parents/carers when they arrive, ensuring that the person who has arrived to collect the child is named on the signing in/out form.
- Only persons aged over 16 years should normally collect children. If a parent has no alternative, then this is agreed with the setting manager and a risk assessment completed and signed by the parent/carer. In all cases the setting manager will ask the

parents/carers to ensure that in future alternative arrangements are made. If the parent/carer is under 16 years of age a risk assessment will be completed. No child will be collected by anyone who has not reached 14 years of age. The risk assessment should take account of factors such as age/vulnerability of child, journey travelled, arrangements upon leaving the setting to go home/elsewhere.

- Educators verbally exchange information with parents/carers.
- If someone other than the key person is with the child at the end of the day, the key person should pass general information to the other staff or write a note for the parents/carers. Confidential information should be shared with the setting manager to pass on.

Maintaining Children's Safety and Security

Arrivals and departures pose a particular threat to the safety and security of the children, particularly when parents arrive at the same time or when in shared premises. To minimise the risk of a child leaving the building unnoticed, the setting manager conducts a risk assessment that identifies potential risks, and the measures put in place to minimise them, such as staff busy talking to individual parents/carers or doors left ajar. The risk assessment is shared with their line manager and is updated as and when required. View procedure *1.1 Risk Assessment* and *1.1a Generic Risk Assessment* form for further guidance.